ECE Professional Resource Centre

User Guide

LOGIN

Content

About Strive

Strive is a collaborative group of Child Care & Early Years Practitioners who support learning and development in order to enhance quality practice.

Since 2014, Strive has been meeting to discuss and consider how to enhance a collaborative approach to quality child care and professional learning across all early years and child care programs. Our community is interested in a process that supports **reflection** and **sustainable evolution** rather than a prescribed method to measure.

Vision

We are a community that works collaboratively to promote and build our professional capacity to provide high quality early years, school age, and family support programs and services.

Purpose

To identify & establish linkages within the Child Care and Early Years community that support and build upon the expertise of Early Years Practitioners and enhance the quality of the services they provide.

Objective

To provide continuous, accessible professional learning opportunities and resources for early years professionals as a means to learn through collaborative inquiry, and to reflect on practice.

@striveswo | www.striveswo.ca

Part 1 | Introduction

Thank you for being a member of the ECE Professional Resource Centre, and for being a part of our early years community.

We created this guide to assist you with navigating the MyTurn platform to make reserving and borrowing resources easy!

What's Covered in this Guide

This guide includes instructions with images that detail access and basic functions of the MyTurn software, which houses our resources. It is designed to support your registration, login and reservation process on the ECE Professional Resource Centre platform.

Advanced features and troubleshooting are NOT included in this guide. Please connect with the Resource Centre Team for further support.

Before You Get Started

1. Information Included in This Guide

At the time this guide was created, we used the most up-to-date information available. However, as updates are made to the MyTurn platform and the Strive website, the screenshots included

may look slightly different than what you see in on the website or MyTurn platform. Although the layout may look slightly different, the steps to login and reserve resources generally remain the same.

2. MyTurn on Different Devices

The screenshots and instructions included in this guide are mainly from the MyTurn software accessed with a computer. There are differences when using MyTurn on mobile devices.

When possible, we recommend using a computer instead of a mobile device. Some functionalities may be limited on mobile devices.

Contact Information

The Resource Centre Team is here to support you during operating hours (please see website for current hours).

BY EMAIL:
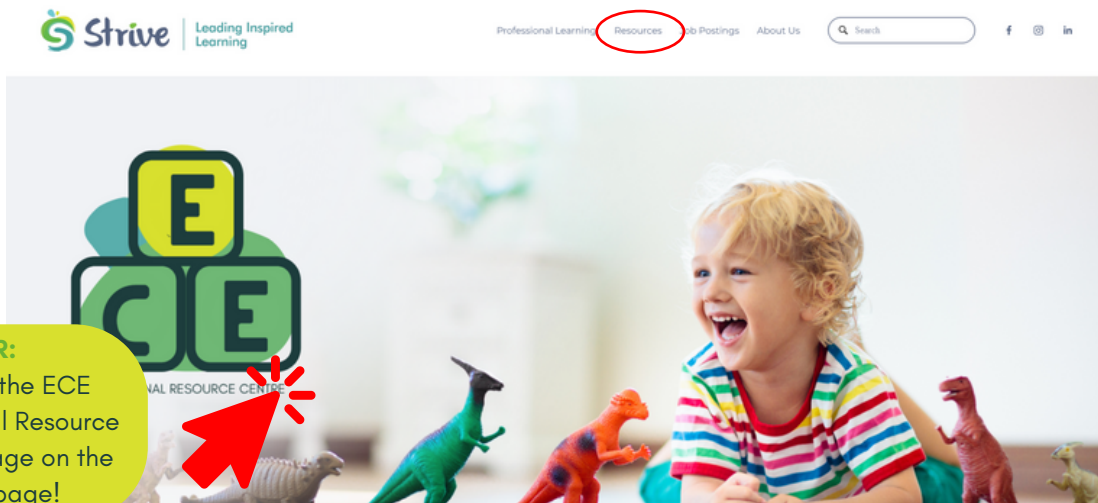resourcecentre@striveswo.ca

BY PHONE:
519-434-3644 ext. 602.

Part 2 | Getting Set Up

Accessing the ECE Professional Resource Centre Through the Strive Website

The ability to browse the inventory and your account login can all be found on the Strive website. The URL is: https://striveswo.ca/strive-ece-resource-centre/.

To access the ECE Resource Centre page from the home page, follow these steps:
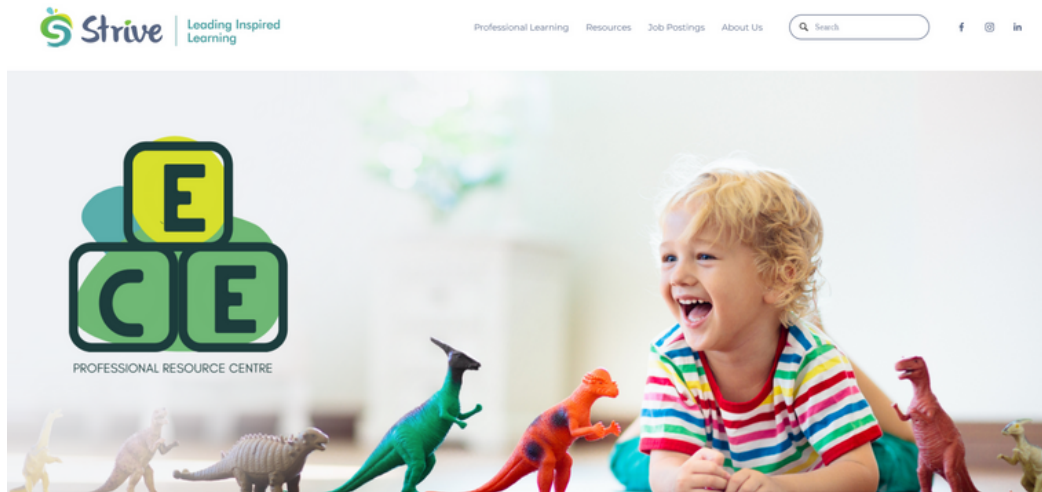
1. Hover over "Resources" in the main menu.

OR:
Click on the ECE Professional Resource Centre image on the homepage!

2. When the drop-down menu appears, click on "ECE Professional Resource Centre".
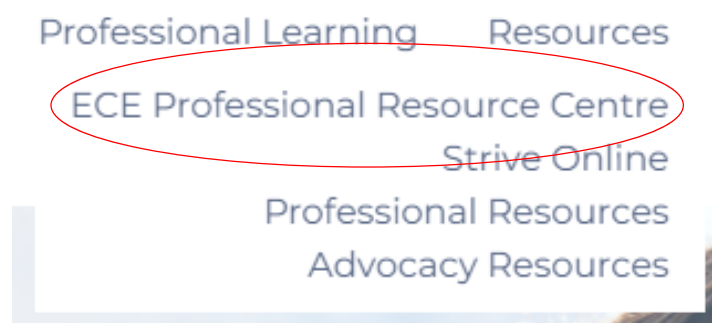
Part 2 | Getting Set Up

Accessing MyTurn Through the Strive Website

3. The page should look like this! Scroll down to reach the inventory and login.

Scroll down to reach the inventory. Click "Create Account" to register or click "Login " if you already have an account.

Part 2 | Getting Set Up

Registering for an Account

To register for an ECE Professional Resource Centre account through the ECE Professional Resource Centre page on our website, follow these steps:

1. Click on "Create Account" in the top right corner of the Resource Library screen.

2. When the registration screen opens, enter your information then click "Submit".

Part 2 | Getting Set Up

Registering for an Account

3. If you have successfully submitted your account information, the membership screen will now open.

At this point, you have the option to upgrade your membership. Strive Online is the default membership type and is available for free. **If you only want access to Resource Centre, you need to select either the "Resource Centre" membership or the "Resource Centre & Strive Online" membership**. The "Resource Centre & Strive Online" membership will give you access to both the physical resources and the digital resources through Strive Online. Your log in will allow access to both if you select this membership type.

The cost for either of these memberships is $35.00/year. Payments can be process online with a credit card. If you need to make a payment in cash, you can visit us in person to register for an account.

For more information about the ECE Professional Resource Centre, and to browse the inventory before committing to a membership, **please visit our website**.

Part 2 | Getting Set Up

Logging In to Your Account

To access your account from the ECE Professional Resource Centre page on our website, follow these steps:

1. Click on "Log In" in the top right corner of the Resource Library screen.

2. When the login screen opens, enter your account information.

< Enter your username **OR** email address

< Enter your password

< Click **LOGIN**

You cannot reserve resources until you are logged in!

Part 3 | Borrowing Resources Online

How To

Now that you are logged in to your account, you can reserve resources to be picked up in person at Childreach. Follow these steps to create a reservation:

1. Browse or search the inventory for the resources you want to check out.

2. Click "Reserve" on a resource.

Acorn Bowls

In Stock Now

Preschool Shelf 1
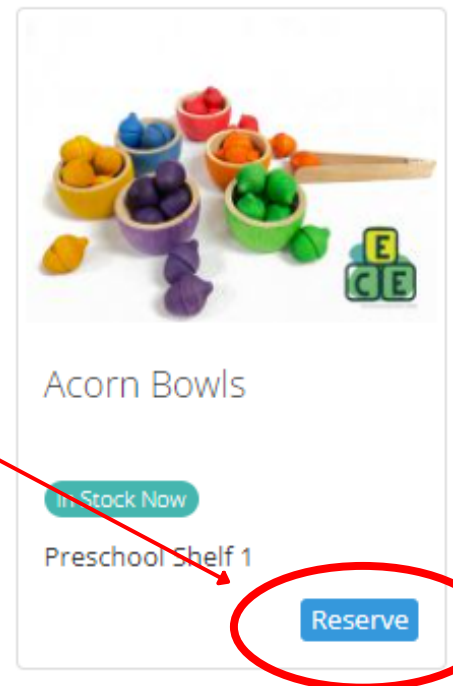
Reserve

3. Select the dates for your reservation.

Click on the start and end dates for your reservation. When you're done selecting items, view your cart to confirm and submit your reservation. You can adjust quantities when viewing the cart.

From

September 2022 »

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

To

September 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Dates September 6–September 9 (3 days)

Cancel + Add Items 🛒 Cart

4. You can add more resources by clicking "Add Items". If you have selected all of the resources you would like to reserve, select "Cart".

Part 3 | Borrowing Resources Online

How To

5. Click on "Check Out" in the cart at the top

Reservation Cart   🛒① 🔔 🌐 English ˅ | 👤 Test ˅

| Membership type limits check outs to a maximum of 4 items   ✕ |

Dates	Sep 6, 2022–Sep 9, 2022 📅 Change Date(s)		**Pickup Location**
			Resource Centre
			265 Maitland St
Pickup			London, ON, N6B 2Y3
			Canada

	Name	Location	Requested	Unit Cost	TOTAL	Actions
⊗	Acorn Bowls	Resource Centre	1	$0.00 per loan	$0.00	Remove

Notes or requests about this reservation:

[   ]

🔁 Save   Add Items   ✔ Submit Reservation   🗑 Cancel Reservation

6. Adjust quantities of items needed. If too many are requested, the cart will adjust the value to the maximum available during that time period.

7. Leave any notes about the reservation.

8. Click "Save" if you would like to come back to the reservation later. Click "Add Items" if you would like to add more resources to your cart.

9. Click "Submit Reservation". The Resource Centre staff will receive your reservation and confirm it. If they have any questions or concerns, they will connect with you.

You can also browse our inventory **in-person** on the 2nd floor of Childreach during operating hours. Staff can support you in checking resources in and out when you visit!